

**BY ORDER OF THE COMMANDER  
916TH AIR REFUELING WING**



**916TH AIR REFUELING WING  
INSTRUCTION 21-104**

**17 NOVEMBER 2009**

*Incorporating Through Change 3,  
3 FEBRUARY 2016*

**Maintenance**

**DROPPED OBJECT PREVENTION AND  
INSPECTION PROGRAM (DOPP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 916 MXG/MXQ

Certified by: 916 MXG/CC  
(Colonel Gregory D. Halen)

Pages: 5

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This instruction implements Air Force Publishing Directive (AFPD) 21-1, *Manage Aerospace Equipment Maintenance*. It extends the guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*. It outlines the procedures and responsibilities for the Dropped Object Prevention and Inspection Program (DOPP) and applies to all 916th Air Refueling Wing (ARW) personnel who perform their duties on or near the flight line. Refer recommended changes and questions about this publication to the 916 AMDF/SGAS using the Air Force AF Form 847, *Recommendation for Change of Publication*. Route AF 847s through the appropriate chain of command. Ensure all records created as prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rds>

**SUMMARY OF CHANGES**

This interim change revises 916ARWI 21-104 by; (1) Changing paragraph 3.1.3. MOC will report the dropped object incident in accordance with AFI 21-101 to 3.1.3. The DOPP Monitor will report the dropped object incident in accordance with AFI 21-101 AFRCSUP\_1 Para 11.9.3.2. (2) All dates have been updated to reference listing AFI's, AFMAN, and TO's. (3) Commanders name changed from GREGORY S. GILMOUR, Colonel, USAFR to CRAIG B. SHENKENBERG, JR., Colonel, USAFR Commander. A margin bar (|) indicates newly revised material.

## **1. Responsibilities.**

1.1. The 916th Air Refueling Wing Vice Commander (ARW/CV) will designate a Wing Dropped Object Prevention and Inspection Program (DOPP) monitor in writing. The DOPP monitor will report a summary at the quarterly DOPP meeting in accordance with AFI 21-101, *Aircraft and Equipment Maintenance Management*.

1.2. The 916th Maintenance Group Commander (MXG/CC) will ensure that each organization assigned to the 916 ARW that removes, installs, or performs maintenance on aircraft panels and doors complies with this program.

1.3. The 916th Maintenance Operations Flight-Training will ensure that the DOPP training video is available for all personnel required to remove, install or perform maintenance on aircraft panels and doors.

1.4. The 916th Maintenance Group Quality Assurance will investigate each DOPP incident and submit reports as required in accordance with AFI 21-101. DOP reports submitted to 4 AF/A4MY will use the format in Attachment 2.

## **2. Procedures.**

2.1. The following procedures apply to 916 ARW personnel that remove, install, or perform maintenance on aircraft panels and doors.

2.2. Personnel must inspect all aircraft panels and doors that are removed, for serviceability of fasteners, latches and receptacles. Enter all discrepancies pertaining to defective fastening devices, panels and doors in the appropriate sections of the AFTO Form 781A, *Aircraft Maintenance Discrepancy and Work Document*.

2.3. Enter a Red X in the AFTO 781A whenever panels and doors are opened. This Red X requires both "Corrected By" and "Inspected By" signatures. Panels and doors opened during Technical Order 1C-135-6WC-1 inspection need not be placed on Red X as long as they are closed immediately after the inspection item is completed.

2.4. Personnel performing pre-flight/post-flight/thru-flight/hourly post-flight inspections will follow DOPP inspection requirements in accordance with 1C-135-6WC-1.

## **3. Dropped Object.**

3.1. In the event of a dropped object incident the following will apply:

3.1.1. The affected flight must notify the Maintenance Operations Center (MOC) and squadron supervision immediately upon discovery.

3.1.2. Maintenance Operation Control will notify the 916th Maintenance Group Commander, 916th Operations Group Commander, 916 ARW DOPP monitor, 916 Air Refueling Wing Safety Office, and the Command Post. The appropriate documentation will be entered in the appropriate sections of the AFTO Form 781A.

3.1.3. The DOPP Monitor will report the dropped object incident in accordance with AFI 21-101 AFRCSUP\_1 Para 11.9.3.2.

## **4. Quarterly DOPP Committee Meeting.**

4.1. The DOPP committee will meet during the primary Unit Training Assembly (UTA) during the months of October, January, April, and July. This meeting will be chaired by the MXG/CC or designated representative. This meeting will be conducted in conjunction with the quarterly Foreign Object Damage Prevention Program Meeting.

4.2. The following personnel will be present at the quarterly meeting.

4.2.1. 916th Air Refueling Wing DOPP Monitor

4.2.2. A representative of the 916th Air Refueling Wing Chief of Safety

4.2.3. DELETED

4.2.4. A representative of the 916th Aircraft Maintenance Squadron

4.2.5. A representative of the 916th Maintenance Squadron

4.2.6. A representative of the 916th Maintenance Group Quality Assurance

## 5. Training.

5.1. Annual DOPP training will be documented in the Maintenance Information System (GO-81) or by equivalent means.

## 6. Prescribed Forms.

None

## 7. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 781A, *Aircraft Maintenance Discrepancy and Work Document*.

CRAIG B. SHENKENBERG, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101 AFRCSup-1, Aerospace Equipment Maintenance Management, Air Force Reserve Command Supplement, 24 August 2015

AFI 21-101, Aerospace Equipment Maintenance Management, 21 May 2015

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFMAN 33-363, Management of Records, 9 April 2015

Technical Order 1C-135-6WC-1, Inspection Work Cards, 15 July 2015

***Abbreviations and Acronyms***

**AFI**— Air Force Instruction

**AFMAN**— Air Force Manual

**AFPD**—Air Force Policy Directive

**AFPT**— Air Force Policy Directive

**AFTO**— Air Force Technical Order

**ARW**— Air Refueling Wing

**CC**—Current Commander

**DOPP**— Dropped Object Prevention Program

**MOC**— Maintenance Operation Control

**MXG**— Maintenance Group

**MXQ**— Maintenance Quality Assurance

**UTA**— Unit Training Assembly

## Attachment 2

## MEMORANDUM FOR 4 AF/A4MY



## DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

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## MEMORANDUM FOR 4 AF/A4MY

FROM: 916 MXG/MXQ  
1450 Refueling Plaza, First Floor  
Seymour Johnson AFB NC, 27531

SUBJECT: Dropped Object Report

1. Dropped Object Report Number: 916ARW- RCN:
2. MDS: KC-135R
3. Type Mission:
4. Aircraft Tail Number:
5. Owning Organization and Base:
6. Origin of Sortie:
7. Date of Incident and Discovery Location:
8. Geographical Location of Object:
9. Noun:
10. TO, Figure, Index:
11. Part Number:
12. WUC:
13. Date of Last Inspection (PE/PDM/HSC):
14. Last Maintenance Performed in the Area and Date:
15. Investigation Findings:
16. Cost in Dollars to Repair or Replace and Cost in Man-Hours:
17. Actions to Prevent Recurrence:
18. DR Submitted:
19. Point of Contact:
20. Other Pertinent Information:
21. 916 ARW DOPP Monitors:

FIRST M. LAST, Rank, USAF(R)  
Position